

Sample Welcome E-Mail To Staff – Supervisor

TRANSFER

TO: Team

FROM: Supervisor

SUBJECT: New Employee

Please help me welcome Jane Doe, a new analyst, to the team. Jane comes to us from Department of Transportation where she worked in the Budget Office for five years. Jane will be working with Team B on new budget change proposals.

Jane's start date will be November 14th. Please be sure to stop by cubicle 12 to introduce yourself and welcome her to our unit.

NEW TO STATE

TO: Team

FROM: Supervisor

SUBJECT: New Employee

Please help me welcome Jane Doe, a new analyst to our team. She has prior experience working on budget documents for the federal government. She will be working with Team B and will be developing supporting documentation for new budget change proposals.

As a new state employee, Jane will have much to learn about her new job and our department. I have assigned Bob to be her "buddy" as she gets settled in, but I know I can count on all of you to help her get acquainted with department staff and make her feel welcome.

Her start date will be November 14th. Please be sure to stop by cubicle 12 to introduce yourself and welcome her to our unit.